

17 January 1977

MEMORANDUM FOR: Mr. Malanick

STATINTL FROM:

O-AI/DDA

SUBJECT: A/I Comments on the IG Report

#1

In general, the points raised in the IG report merit attention, but they reflect a dated viewpoint. Since the IG survey was done both IPS and ISAS have taken steps to remedy some of the situations cited. The comments below reflect the current status on each of the recommendations. Please note that much of the action on the items has been taken without the impetus of the IG's report.

As for R Recommendation #3 - Take steps to purge the Records Center of files which should not be there (e.g., the "indefinite" files) and reinstate tight controls on future storage. *you should note that*

The process of updating the records control schedules which has been going on over the past months has focused attention on the storage of "indefinite" records at the Records Center. With new schedules, the review process for currently stored records will identify "indefinite" records at the Center. These records will be handled in one of three ways: If they are already included on the records control schedules, the approved disposition will be implemented; if the records are not scheduled but require further retention, they will be added to the records control schedule of the office concerned for a specific period of time and then scheduled for disposal; if the records no longer require retention, the appropriate forms will be prepared so that immediate disposal can be accomplished. This process is underway currently but will not be completed for some time because of the volume of records involved and the limited resources at the Records Center. For the present, with the approval of new records control schedules, tighter controls on accession and storage at the Records Center will be implemented.

Further, with regard to Recommendation #4 Conduct a study to evaluate the Vital Records Program and to determine what steps should be taken to revitalize it and to ensure that the program and records conform to the anticipated needs of the Agency.

see note to print out

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For many reasons, only one of which is the lack of analysts to devote to the program, the Agency's Vital Records Program has lacked vigor as seen by the weakness of the current program objectives. The ISAS objective on vital records will be changed to conform to the IG recommendation, to "Conduct a study to evaluate the Vital Records Program and determine whether steps should be taken to revitalize it."

6. Recommendation #5 ^{to act} "Clearly assign to one unit the responsibility for the Directorate classification/declassification program."

As of November 1976, ISAS assumed responsibility for the declassification (i.e., the 30 Year Declassification Review) aspect of the classification/declassification program. While it is understood that ISAS should be responsible for the classification aspect, a lack of manpower resources in that Staff and demands for senior management attention to a vigorous classification program ~~has~~ resulted in classification management being handled by a member of the Assistant for Information's immediate staff. Ultimately, the classification portion of the program, including training, monitorship of classification authority, reporting requirements, etc., will revert to ISAS.

7. Recommendation #6 ^{to act} "Review resource requirements for accelerating the effort to establish a computer program, the data base of which will contain all formerly classified information now in the public domain." *and in this connection we should note -*

The establishment of a computer program which would "contain all formerly classified information now in the public domain" is far too enthusiastic. Many documents, particularly those released under the Privacy Act, should not be included because of privacy and limited access to other members of the public. Thirty Year Review documents are so voluminous that including all of them in the present system would only clutter the program. Present plans for building a data base of substantive information released through FOI and mandatory review channels appear sufficient with the available resources. As we proceed with this data base and determine its full value, we will be in a better position to determine the merit in widening the scope of included documents.

For this requirement, we have established DECL (Decal), a file in the OCR SAFE (System for Analysts' File Environment) project which consists of an index to CIA documents released in whole or in part through the Information & Privacy Staff as the result of FOI or EO 11652 requests.

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As of this time, there are some 650 records in the data base and almost an equal number of documents in the indexing backlog. Input and searching are done from the Delta Data terminal recently installed in the Staff and records can be retrieved by document number, requester name, country or subject codes, title, keyword, date of publication, declassified or sanitized or any combination thereof. The software for this Index is not entirely suited for the application but the Office of Data Processing has recommended we stick with the present system with some small program modifications. These will be investigated with the Office of Central Reference. The DECL data base has not been comprehensive enough to be trustworthy as a tool in tracking down all records to be released on a particular topic. We hope to rectify this situation in the current year by expanding the file's coverage to include all released information of general interest and by enhancing the system's software capabilities.



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